

Functional Skills English Entry 1 Writing Sample Assessment



www.cityandguilds.com
May 2017
Version 2.0

Candidate's paper

Passports

Length of assessment: 30 minutes

Candidate's name:

City & Guilds enrolment number:

Date of registration:

Date assessment started:

Date assessment completed:

Candidate's declaration:

I confirm that this assessment is my own work

Candidate's signature _____ Date _____

Candidate's instructions

You have **30 minutes** to complete this assessment.

- Read each task carefully
- The maximum marks for each task are shown
- Complete **both** tasks
- You **may** use a dictionary

You need the following:

- a pen with black or blue ink.

Task 1

You need a passport to go on holiday.

Write an email to your friend.

7 marks

- Ask them to pick up a passport form from the Post Office.
- Say why you need the passport.
- Say when you need your new passport.

You must write **more than one** sentence.

The image shows a screenshot of an email composition window in Microsoft Word. The window title is "Message (HTML)". The ribbon includes "File", "Message", "Insert", "Options", "Format Text", "Review", and "Tell me what you want to do...". The "Message" tab is active, showing fields for "To...", "Cc...", and "Subject". A "Send" button is on the left. The main area contains a large text box with horizontal lines for writing.

Remember to check your spelling and full stops.

Task 2

You are going away next week and your passport has not come.

Fill in the form.

9 marks

- Say you have not got the passport.
- Say when you sent the passport form.
- Tell them when you are going away.

You must write **more than one** sentence.

 HM Passport Office
Name
Address
How can we help you?

Remember to check your spelling and full stops.

End of assessment

This page is intentionally blank

Published by City & Guilds
1 Giltspur Street
London
EC1A 9DD
www.cityandguilds.com

City & Guilds is a registered charity
established to promote education and
training